



CITY OF SAN ANTONIO

DEPARTMENT OF DEVELOPMENT SERVICES

TO: Participating Heating, Ventilating and Air Conditioning Contractors (HVAC)

SUBJECT: **INFORMATION BULLETIN 121**
Requirements for One- and Two – Family HVAC Limited Service and Repair (LSR) Permits

DATE: May 11, 2006

Purpose: The LSR permit program allows minor projects to be completed by licensed HVAC contractors prior to obtaining the associated permit, and allows the contractor to certify that the completed work complies with the San Antonio Code (SAC) as amended in lieu of scheduling an inspection to be conducted by the Development Services Department (DSD). The program further allows for a full DSD inspection, as an option for the property owner, at no additional cost to them.

Note: The licensed contractor shall obtain the required permit after and within three working days from the completion of the work to avoid a penalty fee.

Benefits: The LSR permit program benefits property owners, contractors, and DSD. It ensures property owners that the work is performed by licensed contractors in compliance with the SAC and allows licensed contractors to quickly respond to the needs of their customers without violating the SAC permit requirements. It has the potential to reduce DSD inspection requests for LSR eligible work, to minimize the number of “no access” inspections trips typical for LSR eligible work and to free up time to DSD for making inspections at other locations.

Eligible Projects: The LSR permit program applies to the installation/replacement of air conditioning equipment on an existing electric mechanical system (no gas units) for a one-and two-family structure. Under this program the HVAC Contractor may perform the following type of work:

- Extension of ductwork not more than 10 feet and limited to a maximum of two outlets
- Installation/replacement of electric air conditioning equipment, of equal or less size, in an existing electric mechanical system (no gas units)

Exclusions: The LSR permit program does not apply to new construction or additions or generally to work valued at more than \$1,000, except as noted above (mechanical systems). Properties located in an Historic District or identified as an Historic Landmark will need Historic Preservation Office approval of the proposed work and are not eligible for the LSR permit program. Work not eligible for the LSR permit program requires DSD permits through the regular procedure to include required inspections by DSD.

Procedure: The following procedures are to be followed by the contractor, property owner and DSD under the LSR permit program.

1. The contractor performs the eligible work and obtains an LSR permit within three (3) working days after completing the work.
2. When DSD issues the LSR permit, the property owner is notified in writing that an LSR permit was issued indicating that the completed work complies with the San Antonio Code as amended. The property owner is given the option of either accepting the completed job as certified by the licensed contractor or requesting an inspection by DSD within 30 days of the date of notification. The property owner, not the contractor, is required to coordinate job access for the DSD inspector if a DSD inspection is requested.
3. DSD closes the permit either 30 days from the date of the LSR permit or through the standard inspection procedure if a DSD inspection is requested by the property owner.

Should you have any questions regarding the Limited Service and Repair Permit program, please contact Mr. Patrick Poloskey, C.B.O, Development Services Manager, at 207-0148.